

Resources

Opportunities

Commitment

MINOR CONSTRUCTION

Minor Construction—Major Business

Volume 1, Issue 5

May 2005

ONE STOP MICRO-BUSINESS CENTERS- Coming to you soon!!

BRINGING IT ALL TOGETHER—

The City of San Diego has many business opportunities, resources and technical assistance available.

The City is working hard to pull those resources together to make it easier for you to receive the small business assistance you need.

One of the first stops for small businesses is the City's Office of Small Business which was established to offer advice on starting a business, growing a business, business problem resolution, financial and loan information, and ombudsperson services.

Another specialized assistance area is the Minor Construction program which was structured to assist small and emerging construction contractors in gaining expertise and growing their capacity. The program offers projects \$250,000 and under which can be bid on only by registered small and



**One Stop
MICRO BUSINESS
Center**

Coming to your communities soon!

emerging contractors. The program also offers a contractors assistance program in partnership with the Engineering and General Contractors Association.

The City's upcoming One Stop Center will add to these programs by bringing training, guest business speakers, networking, and staff

available to provide ready access and answers about City of San Diego opportunities and resources.

The One Stop Center will have City staff helping in the communities at a location to be announced soon. This program is guaranteed to help you start your business or get it "kicked-up" to the next step!

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This issue highlights other City departments working with you to grow your business!

Who you going to call?

- Minor Construction staff:

Karen Campos, Program Administrator 619 533-5396,

Michele Haines, Program Specialist, 619 533-4683

Damian Singleton, Administrative Aide 619 533-6688

If you want to be removed from this newsletters circulation please call Carmen George at 619 533 7431

CONTRACTS COMING TO BID BEFORE JUNE 2005

More on this soon!

Eugene Place Sewer Lateral Replacement

Supp. Landscaping for Doyle Recycled Water Retrofit

Alvarado Water Treatment Laboratory Lighting Upgrade

Cielo & Woodman Pump Station Roof Rehab Street Lighting Systems

Environmental Drilling Services

Stepping Stone of San Diego

UST Removals/AST Install

SPECIALTY LICENSES & MINOR CONSTRUCTION

What can Minor Construction do for you? The projects offered by the Minor Construction program usually call for a General or building license. Occasionally we offer projects for specialty licenses.

However, when it comes to networking and marketing, Minor Construction has a variety of ways to assist your business!

On many large projects, the Prime Contractor requests a list of certified Disadvantaged Business firms, we always include a list of Minor Construction registered subcontractors. We also have requests for lists of subcontractors from other public agencies and community associations.

Minor Construction also meets with



Have a C License? We'll help keep those jobs coming!

other City departments frequently to craft projects for specialty licenses.

Minor Construction training workshops give firms a chance to have one on one training and networking with larger Prime contractors!

Networking events are held yearly between Minor Construction primes and subcontractors at the Minor Construction Celebration event.

We are here to help your business grow, please give me a call if you have any ideas on how we can serve you better!

SMALL BUSINESS EXPANSION AND THE DEVELOPMENT SERVICES DEPARTMENT

Small Business Liaison

The City of San Diego Development Services Department wants your small business to succeed and recognizes the challenges you face as an entrepreneur. Before you sign a lease, purchase property or expand your business, contact Small Business Liaison Ron Halbritter by phone at (619) 446-5211 or E-mail rhalbritter@sandiego.gov. Ron has extensive experience with the permitting process and will help get you off to the right start. Contact Ron before you proceed!

- Development Services Department has information on:
- [Construction Permit Tips for Small Business](#)
Construction permits for your safety and security
- [Development Review Process](#)
The City of San Diego's coordinated development review process
- [Development Project Managers](#)
Development Project Managers can help your project

Remodeling or expanding your business can be easier if you make Development Services a partner. Find out how.

through the review process

- [Public Right-of-Way \(PROW\) Enhancement/Use Program](#)
Pilot program for merchants to use the sidewalks in front of their businesses for merchandise and outdoor cafés without railings.
- [Planning Department](#)
The City's Planning Department handles long range and transportation planning, the Multiple Species Conservation Program, the General Plan, Strategic Framework and other future development issues.
- [Zoning Information](#)
- [Building Records Request](#)
Get a listing of construction permit records on your property.
- [Development Links](#)
Links to earthquake-related sites, other government agencies regulating development and information on

ON-LINE PERMITS FROM THE DEVELOPMENT SERVICES DEPARTMENT

No need to visit City Hall! Contractors, home owners, and property owners can use this simple E-process for permits.

Simple no-plan permits for water heaters, electrical outlets, gas lines, and simple plumbing work can now be processed and obtained electronically, on-line, at the City of San Diego website, using your credit card.

Development Services
On-Line Permits

Visit the website: www.sandiego.gov/development-services.gov

These simple permits, available by mail or FAX for years are now available on-line as another means of saving you time, money, and effort. On-Line permitting is open 24 hours, seven days a week; however, permits are processed only until 3:00 p.m., Monday—Friday.

After completing your application on-line, you will receive a response email confirming your request has been submitted.

If you wish, you will be able to print a copy of your completed permit application. In a few days, you will receive an email copy of your permit/invoice with the actual permit number.

These requests can also be submitted by mail or FAX, and you can find the necessary information and forms under Forms and Development Information. Or visit your Community Service Centers for on-line access and/forms.

SMALL BUSINESS OFFICE ASSISTANCE

Small businesses are the driving force of San Diego's economy, representing more than 60,000 businesses (approximately 92 percent of all businesses in the City) and about half of San Diego's job growth since 1991. The City of San Diego has created the **only** municipal Office of Small Business in California dedicated solely to helping small businesses succeed. The City also sets aside millions of dollars each year for programs to help small businesses prosper.

Direct Assistance

There are a variety of programs to directly assist small businesses, ranging from providing detailed information on City and regional services to help with start up questions and providing assistance with permitting issues. The City also provides matching grants to businesses in targeted areas for storefront renovation projects.



- [10 Key Steps to Starting a Business](#)
- [Small Business Outreach Program](#)
- [Storefront Improvement Program](#)
- [Special Business Financial Resources](#)
- [Business Resources and Technology Link \(Central Library\)](#)

The City of San Diego has created the **only** municipal Office of Small Business in California dedicated solely to helping small businesses succeed.

Visit the City's website to find out more:

www.sandiego.gov/economic-development/business-assistance/small-business/

THE LIBRARY AND BUSINESS: TECHNOLOGY & RESEARCH

Business Resources & Technology Link is an outreach program to assist small businesses. The program's goal is to provide services that complement those of other agencies serving the small business community.

The program is headquartered at the Central Library in the Social Sciences Section on the 3rd Floor of the Library. Services Include:

Workshops & Seminars - Legal issues in cyberspace, patents and trademarks, e-commerce, finance, and more.

Online Business Databases - RDS Business Suite,



EXCELLENT FREE RESOURCES

ReferenceUSA, Stat-USA, Newspapers (ProQuest), Business Source Premier, Standard & Poor's, and more.

Business Publications - Information on business startup, marketing, technology, finance, and more. See also our list of databases by title if you are looking for a particular database.

Business Reference and Research Assistance - Answers to business information questions. Help with print and online resources.

Visit the website for more information:
www.sandiego.gov/public-library/services/businesseshtml

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Minor Construction—Major Business

**We are on the web:
www.sandiego.gov**



Minor Construction

OUR PROGRAM:

The Minor Construction Program was developed in response to perceived inequities in the allocation of contracting dollars. It is structured to assist small and emerging contractors in gaining expertise and growing their capacity in a controlled environment.

Specific benefits of the program are a leveled playing field, lower contract amounts to allow development of bond and credit levels, and an accumulation of business and technical experience. The goals of the program are to: increase opportunities for small and emerging contractors, bring new, competitive bidders to the City's pool of contractors, ensure that the contracting dollars reach the highest possible diverse community, and assist small and emerging contractors in "growing" their business.

Since its inception, Minor Construction has awarded a total of \$7.4 million of its contracts to small and emerging contracting firms; 44%, or \$3.2 million, of its contracts to disadvantaged business entities and disabled veteran contractors. Competition on City projects has been increased by the bringing of 62 new companies to the City bidding pool. Nine firms have successfully "graduated" from Minor Construction's emerging list to its small list; increasing their firms' income over the income cap of the emerging list. Six additional firms have "graduated" out of the program entirely; exceeding the emerging and the higher small list income caps. Contracting Business growth is our Business!

COMMUNITY SERVICE CENTERS

The goal of the Community Service Center (CSC) Program (CSC) is to establish unique Community Service Centers in neighborhoods across the City, allowing City and other community services to be more accessible to the public.

Each Community Service Center provides a variety of core City services, as well as new recently added services, such as notary and passport application services. To also recognize the uniqueness of the neighborhoods, each individual Center partners with other community organizations and non-profit agencies to provide more comprehensive services specific to that community.

Eleven Community Services Centers served approximately 240,000 customers in the areas of Carmel Valley; Central (near Barrio Logan); Clairemont; College/Rolando; Market Street; Mid-City; Navajo (San Carlos area); Peninsula; Rancho Bernardo; San Ysidro and Scripps Ranch.



COMMUNITY SERVICE CENTERS

SOME OF THE SERVICES AVAILABLE FOR BUSINESSES:

- [Business Tax Certificates \(Licenses\)](#)
- [Bus Schedules](#)
- [Alarm Permit Applications](#)
- [Notary Services](#)
- [Parking Citation Payments and Appeals](#)
- [Parking Meter Cards](#)
- [Passport Application Services](#)
 - [Permits: Minor Electrical, Plumbing and Mechanical](#)
- [Rental Property Tax Payments](#) al Service Referrals
- [Federal and State Tax Forms](#)
- [Water Bill Payments](#)

Review Reference Materials

- [California Vehicle Code Book](#)
- [City Annual Budget Report](#)
- [City Council Policies & City Manager Reports](#)
- [Community Maps & Plans](#)
- [City Council & Planning Comm. Dockets](#)
- [San Diego Municipal Code Book](#)